

# ***HEALTH BENEFITS E-NEWS***

*Department of Human Resource  
Management  
Office of Health Benefits*

**October 16, 2017**

## **Affordable Care Act (ACA) Reconciliation Report Update and Deadline**

The first 2017 **BES ACA Reconciliation Report** is now available in your HuRMan folder to help you reconcile your group's data for compliance with the ACA employer mandate to report health care coverage offered to eligible participants and dependents. This report is for the period January – October 2017.

**It is important that this report be reviewed and reconciled by October 31, 2017.**

Make sure this report reflects an accurate record of the coverage offered by your group to all ACA-eligible participants and dependents for January – October 2017. A final ACA reconciliation and certification will be due in December.

- If a record is accurate, no action is required.
- If a record is not accurate, submit the ACA Reconciliation Form marked CHANGE.
- If a record is missing from the report, submit the ACA Reconciliation Form marked ADDITION.

Remember, all 2017 full-time employees need to have a record showing that they waived or enrolled in the coverage offered.

DHRM relies on the information provided by you and stored in the Benefits Eligibility System (BES) to file the required ACA reports with IRS. Additional reports are available in your HuRMan folder to help you keep all the information in BES accurate:

- **BES Enrollment Report:** Weekly reports of total membership in BES for your group - one report shows participants and the other shows corresponding covered dependents. It is available on the 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup> and 24<sup>th</sup> of each month. The reports posted on the 3<sup>rd</sup>, 10<sup>th</sup>, and 17<sup>th</sup> list the membership in BES in effect the first of that month. The report posted on the 24<sup>th</sup> lists the membership in BES in effect the first of the next month. For example, the reports posted on September 3<sup>rd</sup>, 10<sup>th</sup>, and 17<sup>th</sup> show membership in effect September 1 and the report posted on September 24<sup>th</sup> shows membership in effect October 1.
- **BES Exception Report:** Monthly report listing discrepancies found in BES that need attention.  
Note: system-generated SSNs that require follow-up are on this report.

Thank you for your attention and assistance in this major ACA reporting requirement. If you have questions, please contact [OHB@dhrm.virginia.gov](mailto:OHB@dhrm.virginia.gov).

**Please do not reply to this e-mail. You may send inquiries to the Office of Health Benefits mailbox at [ohb@dhrm.virginia.gov](mailto:ohb@dhrm.virginia.gov).**